

JOB TITLE: Accounting Specialist

JOB CODE: 04.10

GRADE: 13

CLASSIFICATION: Non-Exempt

PURPOSE OF THE POSITION: To establish and maintain accurate and detailed financial records of the City of Sarasota. To process payment to contractors and other vendors accurately, with all required supporting documentation and authorizations in place, in a timely and consistent manner, which is in accordance with City guidelines.

MINIMUM QUALIFICATIONS: An Associate Degree with major course work in Accounting and Business Administration, plus two (2) years of progressively responsible technical accounting experience, or the equivalent combination of education and experience which will provide the core knowledge, skills, and abilities indicated below.

SPECIAL REQUIREMENTS:

- Knowledge of generally accepted accounting principles and practices as applied to governmental accounting, auditing, and financial reporting.
- Knowledge of fund, budgetary, and encumbrance accounting.
- Knowledge of modern office management practices, procedures and equipment particularly as applied to accounting systems.
- Knowledge of the laws and regulations controlling governmental accounting and financial reporting.
- Working knowledge of accounting principles, methods, and practices of municipal finance.
- Ability to understand and follow complex oral and written instructions.
- Ability to analyze complex financial transactions, records, and reports.
- Ability to establish and maintain effective working relationships with other employees, City officials, vendors, and the general public.
- Ability to plan, layout, assign, and supervise the work of clerical workers.
- Ability to work in a fast paced work environment and to maintain a high volume production schedule.
- Ability to understand and utilize advanced accounting software and to operate a mainframe computer terminal.

ESSENTIAL FUNCTIONS:

- Responsible for auditing of revenues and expenditures for legality and correctness of account code classification and amount.
- Responsible for preparation of weekly, monthly, and annual financial reports for internal and external purposes.
- Establishes and maintains computer records of departmental expenditure transactions and available balances.
- Analyzes financial transactions, records, and reports and makes appropriate adjusting or original journal entries.

- Reviews invoices, vouchers, and other payment requests for compliance with City Administrative Regulations.
- Reviews the work of other City personnel for compliance with the City vendor payment requirements and procedures.
- Responsible for processing a high volume of payment requests in a timely and accurate manner adhering to the City's Administrative Regulations.
- Provides training and instruction to City employees using the City's financial management system and integrated purchasing system.
- Participates in the compilation and submission of reports to the Florida Department of Revenue.
- Provides assistance to the assigned Supervisor in the accountability, control, and reconciliation's of tangible real and personal property records.
- Participates in cross training in all job functions of the Department so as to be able to perform their work during their absence.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

PUBLIC CONTACT: Extensive contacts as described above, as well as contacts with employees, other City departments, vendors, and the general public.

SUPERVISION RECEIVED: Work assignments are received orally and in writing. There is considerable opportunity for the use of independent judgment in problem solving, training, and other activities. Direct supervision is minimal concerning day-to-day activities. Completed work is reviewed primarily in terms of results achieved and in the maintenance of effective and harmonious work contacts

SUPERVISION EXERCISED: May be assigned to supervise clerical personnel in the course of specified assignments. Provides guidance to personnel of other City departments on proper processing of invoices and payment requests.

PHYSICAL REQUIREMENTS: This is largely sedentary work requiring limited physical effort. Position requires visual acuity for reviewing, checking, preparing, and maintaining written and computer files. Incumbent is required to have sufficient hearing to accurately perceive information at normal spoken word levels. Manual dexterity to operate standard office, data entry, and word processing equipment is required.

ORGANIZATIONAL STATUS: Under the direction of and responsible to the Department Head or designated representative.